

## ORE Application Form: Guidance notes for applicants

### Completing the ORE Application Form

Please read this guidance carefully before completing your application form.

Use the checklist at Section 1 of the application form to make sure you have completed all sections and submitted all of your application's supporting documents. Your application will not be processed and will be returned to you if there is anything missing, or it is incomplete.

If you are completing the form by hand, please use BLOCK CAPITALS.

All signatures must be in ink i.e. wet signatures. We cannot accept electronic signatures.

If you have any queries after reading this guidance, please [email the GDC Exams team](#).

You can check to see if you are eligible for registration by using the [route to registration online questionnaire](#) on our website.

### Exam readiness

We expect you to be ready to sit an exam as soon as you have sent in a completed application. That means being prepared to sit an exam and to pay an exam fee for each sitting. You are allowed to make up to four attempts at each part of the Overseas Registration Exam (ORE) and will need to pass the ORE Part 2 within five years of first sitting ORE Part 1.

You can find out [more about the ORE on our website](#).

### Data Protection

We will process the personal data you have provided as part of our [statutory function to maintain a register of dental professionals](#). We will share such data, as necessary, with external partners administering the ORE, to enable them to deliver exams. We use legal provisions for the processing of data where it is necessary to perform a task in the public interest.

You will find our [Privacy Notice](#) on our website, where you can also find out more about:

- your rights over your data and how to exercise them
- how to make a request about your personal data
- how to contact us about your personal data.

You can make requests about your personal data by contacting our [Information governance team by email](#), or our [Data Protection Officer](#).

The UK authority for data protection is the [Information Commissioner's Office](#).

## Your name

### Title

You may not use the title doctor (Dr) unless you hold a doctorate in addition to your primary dental qualification.

### Given or first name

Please provide your full given or first name and middle names exactly as they appear on your passport and degree certificate.

### Last name, family name or surname

Please provide your last name (full family name or surname) exactly as it appears on your passport and degree certificate. This will be your ORE candidate reference name, so it is essential that it is recorded correctly. Please check that all names are the same (see more in the [guidance notes on supporting documents](#)).

If you have changed your name e.g. by marriage, you must provide evidence of this change, which must be an original certificate, affidavit or other statutory evidence.

Also see [guidance notes on variations in your name](#).

## Your contact details

### Address

The address you provide will be used to contact you if we need to return an incomplete form or any supporting documents. If your address changes, you must notify us by email or by sending in a signed and dated letter with your new address clearly marked with your name and GDC application reference number.

### Email address

You must have an email address that you access frequently, as we use email as our main form of communication for ORE announcements, reference checking, and results.

### Phone numbers

All phone numbers should be given in full, including STD (subscriber trunk dialling) codes, as we may need to contact you by phone about your application or an ORE place.

***Please notify us immediately if your address, email or telephone number changes.***

## Qualification (Section 3)

You must state in Section 3 which institution you received your original primary qualification from, the country of qualification and the title of your primary dental qualification e.g. BDS, University of Health Sciences, Lahore, India.

## Supporting documents (including evidence of English language competence)

You must enclose an **original** of the following supporting documents:

- International English Language Testing System (IELTS) certificate (if applicable)
- Certificate or Letter of Good Standing
- UK ENIC Statement Comparability ([see guidance below](#)).

You **may supply copies** of all other documentation, as long as these documents have been certified correctly. Please see the [guidance notes on certifying documents](#) below, and pay particular attention to ensuring they are certified by someone listed in that guidance.

Your full name (including any middle names) and date of birth should be the same (i.e. match) on all of your supporting documentation, unless you have also [provided evidence of a change of name](#). If the name on any of your supporting documents does not match e.g. your middle name does not appear on your degree certificate, you must obtain an affidavit confirming that you are the person stated on the document.

### Certifying documents (including those who can certify)

All photocopied documents (copies/printed versions) must be certified (see the [guidance notes on supporting documents](#) for the documents that must be originals). You cannot certify your own documents.

We can only accept certified copies if they meet the following criteria:

- Details on the document are legible (can be read).
- Copy of an original document (we will not accept copies of copies or faxes).
- Person certifying has confirmed by writing on it in English that it is “a true copy of the original” (or for a photo “true likeness of applicant” and has signed and dated the document).
- Person certifying has added their name, signature and address to the copy.

The person who certifies your copies **must** be:

- Notary Public
- Commissioner of Oaths
- Justice of the Peace or another person entitled to practise law
- an authorised officer of an embassy or consulate

The person who certifies your copies **must NOT** be:

- you, or a relative of yours (family member).
- a UK registered dental professional (e.g. a GDC registrant).

### Your primary dental diploma and/or degree certificate

Please send us a certified copy of the original certificate. We will not accept a provisional certificate or certificate of graduation in place of a final diploma certificate or degree.

If your name on the certificate does not match your passport, please provide an affidavit to confirm that you are the holder of the degree. You will find more details in the [guidance notes on variations in your name](#).

### **UK ENIC Statement or Certificate of Comparability**

You must provide a statement of comparability from UK ENIC along with your degree certificate. Information on [how to get a statement can be found on the UK ENIC website](#).

We may ask for additional information to verify the authenticity of your degree certificate.

### **Passport**

Please send us a certified copy of your current, valid passport. It must:

- be legible
- show a clear photograph
- state expiry date of your passport
- indicate your date of birth, and
- clearly show your signature.

### **Passport photo**

You must supply us with a recent passport sized photo.

Your application may be delayed if your photo does not meet the requirements below.

Your photo needs to be certified as a “true likeness” of you, on the back, by your character referee (see [guidance notes on the certification of documents](#)).

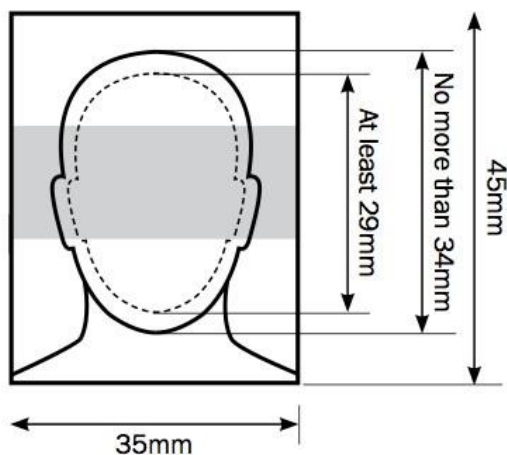
Your photo should meet the [UK Government printed passport photo requirements](#).

Your photo must be professionally printed and be 45mm high by 35mm wide. The image of you, from the crown of your head to your chin, must be between 29mm and 34mm high (see below).

This photo size is the standard size used in UK photo booths. UK passport photo retailers will also be able to help you if you ask for standard UK passport photo.

Your photo must be:

- in colour on plain white photographic paper
- taken against a plain cream or light grey background
- taken within the last month
- clear and in focus
- without any tears or creases
- unaltered by computer software.



\*Licensed with Open Government Licence v3.0.

### **Variations in your name**

If the name in which you are applying differs from that on any of the other documents you are sending, you must provide evidence of the legality of your name change e.g. a marriage certificate, deed poll evidence. You will need to provide a certified copy of the original. Alternatively, please provide an affidavit confirmed by a solicitor, detailing the variations of your name on your documents and that they all relate to you.

### **Medical certificate**

You must attach supporting medical evidence if you have a condition that requires adjustment(s) during exams. Please note that we may request an updated medical certificate up to five weeks before you sit an exam.

If you have not supplied a medical certificate with your application, please tell us about any adjustments arising from any additional needs (e.g. physical or mental impairment) that you may have during an exam.

It is your responsibility to tell us about any additional needs or changes that may arise. You must do this at least five weeks before an exam sitting. Exam centres cannot guarantee any adjustment, but will consider your needs and advise you accordingly.

### **Evidence of English language**

We must be satisfied that all applicants have the necessary knowledge of the English language before being placed on the register. Please review our guidance on [Evidence of English language competence](#) for information on the types of evidence we are likely to accept as demonstrating that you have the necessary language skills.

If we are satisfied with your evidence of knowledge of English from your initial application, we will not request further information. Where we are not satisfied, we will request further evidence and/or information. If this additional evidence still does not satisfy us, we will direct you to undertake a test before we allow you to enter the ORE.

That test will be the [International English Language Testing System \(IELTS\) exam](#). You will need to achieve the pass scores relevant to your profession.

### **Certificate or Letter of Good Standing**

This is a certificate or letter issued by the dental authority of the country in which you last worked. It states that you are legally entitled to practise dentistry in that country, and that you have not been suspended, disqualified or prohibited from working as a dentist.

You must also send us a Certificate or Letter of Good Standing from the dental authority in the country in which you qualified, if this is different to the country where you last worked or are currently working. This document must be:

- an original certificate or letter on letter headed/watermarked paper
- dated no more than three months from the date of issue at the time of your application.

A registration certificate, annual practising certificate or a reference from your university will not be accepted in place of a Certificate or Letter of Good Standing.

If you cannot obtain a Certificate or Letter of Good Standing due to the regulations of the dental authority in the country in which you qualified, you must provide a letter from that dental authority explaining why a one cannot be provided. In addition, you must provide an affidavit or, affirmation witnessed by a solicitor or other legal professional, confirming that you are of good standing. This will be considered on a case by case basis.

If you cannot obtain Certificate or Letter of Good Standing due to your refugee status, again, you must provide an affidavit or, affirmation witnessed by a solicitor or other legal professional, confirming that you are of good standing. This is only acceptable if it is not possible to obtain a Certificate or Letter of Good Standing and will be considered on a case by case basis.

You must be prepared to swear, under oath, in the affidavit and/or affirmation, that you cannot obtain the Certificate or Letter of Good Standing despite attempting to do so. In the affidavit and/or affirmation you must state that you have the right to practise dentistry in the relevant country, and you have not been suspended and/or prohibited from practising as a dentist. Reasons for being unable to obtain a Letter or Certificate of Good Standing must be included.

We may also seek confirmation of your affidavit and/or affirmation from the relevant authority.

### **Translations**

Any required supporting documents, not in English, must be accompanied by an exact translation. You must send us a certified copy of the original document and the certified translation.

The translation must either be:

- a certified translation by a qualified translator
- or for degree certificates and diplomas, an official translation by the relevant university with the official stamp of the university and the signature and name of the dean.

We cannot refund any fees paid for translation.

## Declaration

Please ensure that all your details are correctly and accurately completed before you sign and date your application. Please also ensure you have:

- Completed the checklist included at Section 1 of the application form confirming the supporting documents you are submitting.
- Not submitted a form which is dated more than three months ago.

We will return your supporting documents once we have processed your application. The address you supply must be one where you can receive these documents.

## Character reference

Your character referee must sign the form **after** you have signed and completed all sections. The date the referee signs must not be earlier than the date you have signed.

The referee must be a registered professional.

Your referee must not be a relative of yours.

## Clinical experience references

You must provide one or more clinical experience references. These must be dated no longer than three months ago, and demonstrate that you have completed at least 1,600 hours of clinical experience before applying for the ORE. You may need to submit more than one clinical reference from multiple referees to satisfy the 1,600 hours requirement.

We provided three clinical experience reference forms. You may need to print additional copies of Section 6: Clinical experience references if you want to send each referee a separate copy or you have more than three referees. If one reference satisfies the 1,600 hours requirement, you do not need any additional clinical experience references.

Your referees must complete Section 6 of the application form to verify that you have gained this experience, including providing details of your clinical experience. They may continue on additional sheets if necessary.

If you are submitting evidence from your primary dental qualification as evidence of prior clinical experience, the dean of the dental school or your professor/tutor acting on behalf of the dean must be the referee. Please ensure that the dean's office stamps the form in all cases.

If you are submitting evidence from post-qualification work experience, the person verifying the reference must be or had been, registered as a professional with the regulatory body in the country where you worked or studied, and must be or had been, your employer.

If you are submitting evidence gained in the UK under temporary registration, the form must be completed by the supervising consultant(s) responsible for supervising your direction(s).

If you are unable to submit evidence of your clinical experience because you are a refugee or asylum seeker, please contact us to discuss alternative methods of verification.

## **Application processing fees and examination fees**

### **Application processing fee (paid with your application)**

You will be asked to pay an application processing fee when you completed the online element of this application process. The application processing fee covers the cost of processing the application only. It is not refundable.

Our aim is to process correctly submitted applications within 21 working days. However, processing can take longer during periods of high demand.

Your application may be delayed if your application is incomplete and/or you have made any disclosures which need further consideration or verification.

[Information about the ORE application processing fee](#) can be found on our website.

### **Examination fees (to be paid when your book a place)**

You will need to pay an examination fee when booking a place to sit each part of the ORE. The fees for ORE Part 1 and Part 2 are different. You will also need to pay an examination fee for any retake.

Further [information about examination fees](#) can be found on our website.

## **Overseas Registration Exam (ORE) rules**

### **Late arrivals at the ORE**

Candidates who arrive late will not be admitted to that section of the exam. Candidates will be allowed to take any later sections of ORE Part 2, but marks will not be provided for these sections. This will count as one of the four attempts allowed.

### **Cheating and misconduct**

Any of the following examples of misconduct will result in the candidate failing the exam, and may impact registration should you subsequently pass:

- introduction of unauthorised material into the exam room e.g. notes, textbooks or study guides, personal organisers, calculators, dictionaries, personal stereos, concealed mobile phones, or other similar electronic devices
- actually or attempting to obtain, receive, exchange or pass on information which could be exam-related during the exam by means of talking, written papers/notes, telephone or recording oral exams
- attempting to solicit information about the exam from candidates at an earlier sitting
- copying from another candidate
- collusion



- disruptive behaviour in the exam room (including the use of offensive language)
- failing to abide by the conditions of supervision designed to maintain the security of the exams
- failing to abide by the instructions or advice of an examiner, academic lead, or administrator in relation to the exam rules and regulations
- impersonation i.e. pretending to be someone else, or arranging for a third party to take your place in an exam
- the inclusion of inappropriate, offensive, or obscene material in answers
- misuse of exam material e.g. by passing or attempting to pass such material to a third party after the exam
- bribing or attempting to bribe an exam official
- the alteration of any results document
- behaving in such a way as to undermine the integrity of the exam
- contacting or attempting to contact internal or external examiners before or after the exam for any reason
- making spurious complaints that are a deliberate attempt to unfairly gain advantage.

### **Mobile telephones**

For reasons of personal safety, including emergency contact with friends and family, we cannot force you to leave your mobile telephones behind when attending an exam.

However, we reserve the right to ask you to switch off your phone and to place it in a clear plastic bag and keep it on display at all times, or to secure your phone in designated storage at the exam centre for the duration of the exam.

Candidates found with concealed mobile telephones or other electronic devices during the exam will fail, and it may impact registration should you subsequently pass the ORE.

### **Illness**

If you are unwell on the day of your exam, you should speak to the external examiner as soon as you possibly can. They will write a detailed note of all the information given to them, and send it to the GDC Examinations team as soon as possible. If you are unwell, you must make a professional decision as to your fitness to continue with the exam.

You should be clear as to the consequences of your decision. All candidates should read and understand the [policy regarding illness before an exam](#).

If you are not fit to continue with the exam, you will keep the results you have earned up to the point of departure. That means those who had passed all sections of the exam, up to the point of departure, will be entitled to sit the exam again for free, but only if the Examinations team receives an acceptable original medical certificate. Those who had already failed at the point of departure, will have failed, and results will not be changed retrospectively, even if a medical certificate is received. Further, candidates who decide they are fit to continue with the exam, will not have their results changed retrospectively on production of a medical certificate.